



# CITY OF SAN MARCOS

## Employment Information Page

Human Resources • 630 E. Hopkins • San Marcos, Texas 78666 • Job Line 512-393-8290 • Fax 512-393-8074 • Phone 512-393-8066  
Internet address: [www.ci.san-marcos.tx.us](http://www.ci.san-marcos.tx.us) • E-mail address: [humanresources@ci.san-marcos.tx.us](mailto:humanresources@ci.san-marcos.tx.us)

An Equal Opportunity Employment/Affirmative Action/Drug Free Workplace

Thank you for your interest in employment with the City of San Marcos. The City of San Marcos is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, sex, religion, national origin, age or disability. Reasonable accommodation for persons with disabilities will be made upon request. Please provide at least 48 hours advance notice so that your request may be accommodated.

### Information For Applicants (READ CAREFULLY)

- **The City of San Marcos Human Resources Department accepts applications for posted job vacancies only.** All individuals who wish to be considered for employment are required to complete and sign an Employment Application. A resume may be attached; however, **the application form must be completely filled out in order to be accepted.** Incomplete applications, including failure to sign the application form or applications that are not legible **will not** be accepted.
- We do not accept unsolicited applications, nor do we keep applications “on file.” We cannot accept applications that do not specify a job number for a position that is currently being advertised.
- You must meet all of the qualifications of the position for which you are applying. Applicants must indicate how they meet the posted requirements for the job. If questions are not applicable, enter “NA.” Do not leave items blank.
- A **separate** application form must be submitted for each position for which you are applying. You may submit photocopies as a substitute for an original application form; however, the City of San Marcos will not provide photocopies of applications or resumes for you.
- Completed applications **must** be received in the Human Resources office **no later** than 5:00 p.m. on the date of the deadline, except for application forms postmarked before the deadline. Applications received after the deadline will not be processed and will be returned to the applicant.
- The application form and all attachments become the property of the City of San Marcos. Information provided by applicants is subject to disclosure in accordance with the provisions of the Texas Public Information Act. Any questions, concerns, and/or complaints regarding the application process should be directed to the Human Resources Department.
- The process takes approximately 2-3 weeks from the closing date listed on the job posting; however, some positions may take longer. The hiring supervisor will contact applicants selected for interview and make the final hiring decision.
- All information on the application form and any attachments are subject to verification by the Human Resources Department. If an applicant is recommended for hire, the following checks will be made: an evaluation of the applicant’s drivers license record (if driving is a requirement of the position), work references and a criminal history check. After a conditional offer of employment is made, a medical examination and a drug and/or alcohol test will be required for all positions. Applicants refusing to cooperate, failing to show up for scheduled appointments and/or failing to successfully pass required tests will be disqualified from consideration for employment with the City of San Marcos.



City of San Marcos, Texas

# Application for Employment

## An Equal Opportunity / Affirmative Action Employer

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### APPLICANT INFORMATION:

DATE: \_\_\_\_\_ POSITION APPLYING FOR: \_\_\_\_\_  
(Title) (Job Number)

NAME: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden/Other names)

ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip) (Phone)

E-MAIL Address: \_\_\_\_\_

What is the best time to call you at the above number: \_\_\_\_\_ am / pm. May we contact you at work? \_\_\_\_ Yes \_\_\_\_ No. If yes, work number and best time to call: \_\_\_\_\_ am / pm. Alternate number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Class ( A B C CDL ) State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Circle one  
Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Education:                      Circle One                      Name, Address and Phone Number of School

Graduated High School                      Yes / No                      \_\_\_\_\_

G.E.D.                      Yes / No                      \_\_\_\_\_

	<u>Name and Location</u>	<u>Major/Specialization</u>	<u>Degree</u>	<u>College Credit Hrs. Earned</u>
College/ University:	_____	_____	Yes/No	_____
	_____	_____	Yes/No	_____

	<u>Name and Location</u>	<u>Major/Specialization</u>	<u>Degree</u>	<u>College Credit Hrs. Earned</u>
Technical/ Vocational:	_____	_____	Yes/No	_____
	_____	_____	Yes/No	_____

### Licenses, Certificates & other forms of recognition: (Applicants may be required to provide copies of licenses and certificates).

<u>Type of License (Certification CPA, Attorney, Operator, TPEQ, etc.)</u>	<u>Issued By (state or other authority)</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Read carefully and answer, by circling yes or no to all questions:****Circle yes or no**

- 
1. Are you currently employed by the City of San Marcos? Yes / No
- 
2. Have you previously worked for the City of San Marcos? If yes, please provide the following information: Yes / No  
Dates of Employment:  
Position and Department:  
Reason for Leaving:
- 
3. Have you ever been discharged, fired or asked to resign from any job? Yes / No  
If yes, explain in "remarks:"
- 
4. Have you ever been convicted, placed on deferred adjudication or probation, or have charges pending for a felony or misdemeanor (including DWI/DUI's)? Yes / No  
If yes, explain in "remarks." (A criminal record will not necessarily disqualify an applicant. Disqualification will be dependent upon the requirements of the job.)
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5. Are you related to any current employee or elected official of the City of San Marcos? Yes / No  
If yes, indicate the name and relationship:
- 

6. REMARKS:

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**REFERENCES:**

List name and telephone number of three business / work references who are not related to you and not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name:	Telephone Number:	Years Known:
	(     )	
	(     )	
	(     )	

**Employment Record:** Begin with your present or last job. Include all employment (last 10 years minimum, if applicable) including each position held (even with the same employer). Summarize experience including technical, supervisory and managerial responsibilities, indicating the number of employees you supervised, if applicable. If you need additional space, you may copy and attach an additional page.

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Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per month

Ending Salary: \$ \_\_\_\_\_ per month

\_\_\_\_ Full Time \_\_\_\_ Part-time \_\_\_\_ Seasonal/Temporary

Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per month

Ending Salary: \$ \_\_\_\_\_ per month

\_\_\_\_ Full Time \_\_\_\_ Part-time \_\_\_\_ Seasonal/Temporary

Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per month

Ending Salary: \$ \_\_\_\_\_ per month

\_\_\_\_ Full Time \_\_\_\_ Part-time \_\_\_\_ Seasonal/Temporary

Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Period of Employment: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

---

Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Starting Salary: \$ \_\_\_\_\_ per month

Ending Salary: \$ \_\_\_\_\_ per month

\_\_\_\_ Full Time \_\_\_\_ Part-time \_\_\_\_ Seasonal/Temporary

Comments (including explanation of any gaps in employment – *additional sheet may be attached*): \_\_\_\_\_

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**DRIVING REQUIREMENT:**

If driving is a requirement of the position for which you are applying, a three-year motor vehicle report from the Department of Public Safety will be required. You may obtain this from the Department of Public Safety and attach to this application or provide us with your date of birth to enable us to obtain the information. Either attach motor vehicle reports (MVR's) for all licenses you have held in the last three years or provide the following information for all:

Name as shown on driver's license: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
State of Issue: \_\_\_\_\_ License Number \_\_\_\_\_  
\_\_\_\_\_ License Number \_\_\_\_\_

In order to assist the Human Resources Department in assessing your qualifications for this particular vacancy, please describe below how you meet EACH of the minimum qualifications on the job posting (*i.e. knowledge, skills, experience, equipment usage.*)

You may attach a separate sheet if more space is required.

Thank you for completing this application and for your interest in employment with the City of San Marcos. All qualified persons will receive consideration without regard to race, color, religion, sex, age, national origin, veteran or disabled status (except where age, sex or physical requirement constitute a bona fide occupational qualification).

**How did you learn about this job?** \_\_\_\_\_

**APPLICANT'S CERTIFICATION:**

The information provided in my application for employment is true and correct to the best of my knowledge. I understand that, if employed, false statements or omissions on this application form or any other material required for employment shall be considered sufficient cause for discharge.

I authorize the City of San Marcos to investigate my personal history and/or employment record and to contact any and all references to obtain additional job related information about me. In consideration for the City's acceptance of my application, I release from liability the City of San Marcos, its officers and employees, and all other persons, corporations and organizations from claims and damages in connection with furnishing such information. I understand that my Social Security Number will be used to identify my application.

I understand that the employment process may include testing and review of my driving record which is on file with appropriate law enforcement agencies. I also agree that if I am employed in a job requiring the operation of a motor vehicle, my failure to maintain an acceptable driving record may result in my discharge.

If offered employment by the City, I agree to submit upon request to a medical examination and a drug and/or alcohol test to determine my ability to perform the duties of my position.

**Applicants will be required to provide documentation to establish both their identity and their right to work in the United States.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**